

Executive
THRU: Services Officer

14 February 1949

Budget Officer

1. Reference is made to a recent telephone conversation between an official in the Services Office and an individual in the Budget Office relative to establishing tours of duty for telephone operators without providing a period for lunch. Since the proposed solution to the problem represents a departure from normal practices, but inasmuch as the need for a special system of effecting schedules exists, the General Accounting Office representative, currently assigned to this organization, was approached for advice. Information was given as follows:

a. That if a schedule could not be arranged without providing a 30 minute lunch schedule it would be necessary to assign more than one telephone operator to each shift concerned, for the reason that in the Central Intelligence Agency a 24-hour coverage of the board must be had 7 days each week.

b. Only one individual would be on duty from 12 midnight to 8 a.m. and that no period would be provided for the usual lunch time for this individual. It was specifically stated that the same employee would not at all times be involved.

c. The same situation existed for the 4 p.m. to midnight shift, except that the daily working force would remain on duty Sunday through Friday until 5 p.m.

d. Saturday schedule would include two operators for the period 8 a.m. to 1 p.m., with lunch period.

e. To summarize, any time that more than one operator is on duty in excess of four hours, a lunch period will be provided; and, in instances where only one operator is on duty, being unable to leave the board, a lunch period would not be established.

2. After the discussion, it was decided that payments made without providing a lunch period under the conditions and circumstances outlined would not be questioned by accounting authorities, provided the need for establishing tours as stated were concurred in, as being essential, by or on behalf of the Director of the organization.

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System as outlined herein approved:
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Executive

c.c. Pay Roll
FPD
Saunders
GAO
File